

Adding News Through CNAV

Getting Started: Where do I add or edit my departmental news?

Departmental news is both added and edited **inside of CNAV**.

Getting Started: When I add news, where is it displayed online?

News articles are displayed online under the **News** page for non-academic departments, or under the **Departmental News** page for academic departments.

News Entry:

A. Accessing the News Entry Page:

- Step 1 Open **Internet Explorer** and direct your browser to **CNAV**: <https://cnav.gettysburg.edu/>
- Step 2 Login with your Gettysburg College **username and password**.
- Step 3 Click the **Campus Tools** drop-down menu box and select **News**.
- Step 4 Click **Add News to CMS**. You arrive at the **News Entry** page.

B. Where do you want this news to appear?

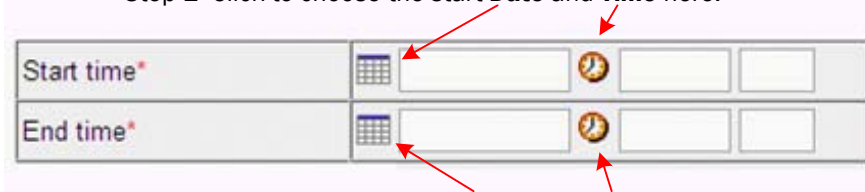
Leave the drop-down menu set to **Department Level**. You do not need to answer the next question: **Why do you want this news item to appear there?**

C. Who should see this news article?

This item can be skipped. It will be used in the future to decide who receives news items but is currently inactive. In the interim, all news articles will be made visible to everyone who visits your page.

D. Article Start and End Times

Step 1 Click to choose the start **Date** and **Time** here.



The image shows a screenshot of a web form with two rows. The first row is labeled 'Start time*' and the second row is labeled 'End time*'. Each row contains a calendar icon on the left, followed by a text input field, a clock icon, and two more text input fields. Red arrows point from the text above to the calendar and clock icons in both rows.

Step 2 Click to choose the end **Date** and **Time** here.

E. Headlines: Type or copy and paste your headline directly into the **News headline** box.

F. Abstracts: An abstract is the teaser text that you see when previewing a list of articles. Type or copy and paste an abstract of 20 or so words directly into the **Abstract** box.

Hint: Add **break tags** to the end of your abstract to keep an orderly list or news articles.

Sample: The Center for Career Development Recently Hosted a Scavenger Hunt for OLs and RAs **

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G. News article, Part 1: Insert your article text into this box.

Note: To lay out your article in paragraphs, provide **paragraph tags**.

Add **<p>** to the beginning of each paragraph, and **</p>** to the end of each paragraph in your article.

Sample: **<p>**At the end of the scavenger hunt students enjoyed a special treat of ice cream to reward a job well done at the Center for Career Development.**</p>**

Note: **Bold tags** work the same way: I ****love**** ice cream = I **love** ice cream

News article, Part 2: This item can be skipped as long as you put all of your article text in **Part 1** above.

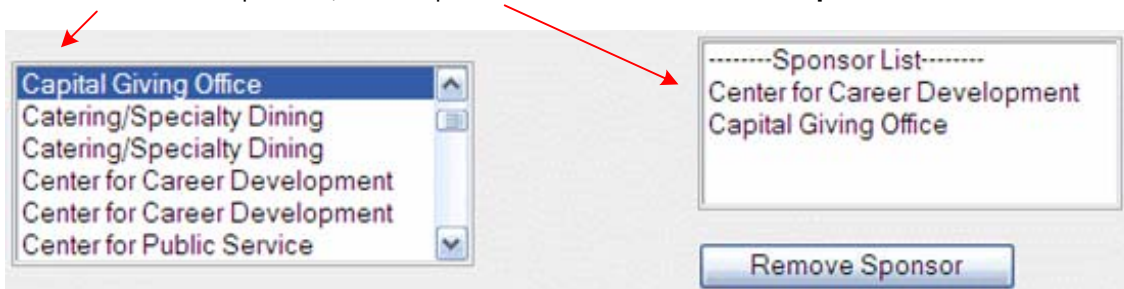
H: Adding Images to News Articles:

Step 1 Click **Browse** to locate the desired image on your computer. The image size should be within 150 pixels wide and 250 pixels high.

Step 2 Type or copy and paste the caption for your image directly into the **Image Caption** box.

Step 3 The **Enter Thumbnail image** option refers to a smaller image that you associate with your article. Thumbnails images are displayed alongside **Abstracts** in the preview listing of news articles (see F above). Click **Browse** to locate the desired thumbnail image on your computer. The image size should be 100 pixels wide and 100 pixels high.

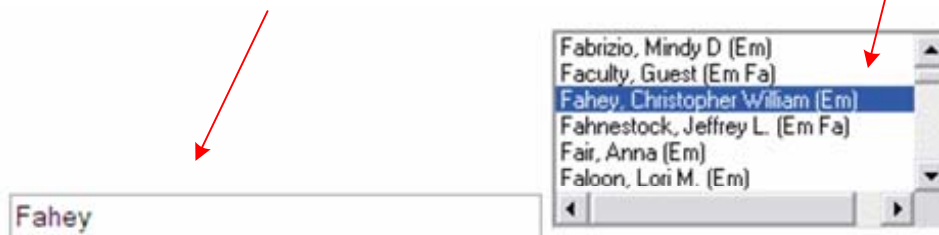
I: Sponsoring Department: Use when multiple departments are involved in a news article. The article will be shared among the departments listed under **Sponsor List** on the right. Click the list on the left to add sponsors, click a sponsor and then select **Remove Sponsor** to remove them.



J: Enter Contact Person: Add a contact person to a news article:

Step 1 Type in the **Last Name** of the desired employee here.

Step 2 Click the name of the desired employee here.



Step 3 Type the contact name as you want it to be displayed online (PhD, etc.) in the **Display contact name as** box.

K. Keywords: Ignore this function for now. It will be activated in the future.

L. Enter URL and Site title:

Associate a website with the article by providing the site URL (including http://) in the **URL** box. Type or copy and paste a **Site Title** in the next box to provide the text that you want readers to click on to visit the associated website.

Editing News:

A. Accessing News:

- Step 1 Open **Internet Explorer** and direct your browser to **CNAV: <https://cnav.gettysburg.edu/>**
- Step 2 Login with your Gettysburg College **username and password**.
- Step 3 Click the **Campus Tools** drop-down menu box and select **News**.
- Step 4 Click **Check My News**.

You arrive at the **My News** page that lists all of the articles that you have posted. Click on the **News Title** of your desired article to begin editing at the **News Entry** page (described on pages one and two).